THE KENNEDY JOB SHADOWING PROGRAM (JSP)
SUPPORTING STATEMENT
OMB CONTROL NUMBER 2700-0135

INFORMATION COLLECTION TYPE: Revision

A. JUSTIFICATION

1. NECESSITY FOR INFOMRATION COLLECTION

The 2018 NASA Strategic Plan identifies four focused themes; Discover, Explore, *Develop*, and Enable. Each theme is clarified with strategic goals and objectives that guide future and long-term activities designed to achieve the Agency's vision and mission. Goal three addresses national challenges and catalyzes economic growth. Public and STEM engagement activities align to *Objective 3.3: Inspire and Engage the Public in Aeronautics, Space, and Science*; and contributes to the tiered approach to inspire, engage, educate, and employ the next generation of explorers through NASA-unique STEM learning opportunities.

The NASA Kennedy Space Center (KSC) manages and facilitates the center-specific Job Shadowing Program (JSP).   The program targets high school and undergraduate students and offers an opportunity to experience the practical application of STEM, business, and other disciplines aligned to NASA's long-term workforce needs, in a NASA-unique workplace setting. Program participants receive insight into NASA and KSC's history, current activities, and other student opportunities through briefings, tours, and career panels. Each participant is then matched with a subject matter expert to gain direct exposure to the implementation of their respective fields of interest and related career paths.

This program was formerly the Kennedy Educational Experience Program (KEEP) and has been renamed to align with the 2018 NASA Strategic Plan. Under the NASA Office of STEM Engagement and the KSC Academic Engagement Office, it was understood that the term education would no longer be used in office names and program titles. The KEEP program underwent a name change to reflect this change, and became the Job Shadowing Program (JSP).

JSP offers an opportunity to experience STEM, business, and other disciplines and careers. This broadened career fields are to support NASA's unique workforce, which includes many non-STEM career fields. This broadening of career fields will also increase the quantity of participants in the program.

2. USES OF INFORMATION

The information will be collected via an **electronic** process and reviewed by the NASA KSC JSP Coordinator who will:
- confirm the number of eligible participants for the annual program
- determine the number of NASA KSC mentors needed to accommodate the number of eligible participants,

- initiate a visitor pass request for each student in accordance with the center's physical access policy,
- submit an annual report to the KSC Academic Engagement Office, and
- retain applicant information in accordance with the NASA Records Retention Schedule 1441.1E, 3330/24 Recruitment, Selection, and Placement; Applications, resumes, vacancy announcements and related correspondence. DESTROY 2 YEARS AFTER REGISTRATION <DA: N1-255-89-4> (N 15-47).

Information collected previously under the Kennedy Educational Experience Program (KEEP) was gathered from participants to share with potential mentors to best match the participant with a subject matter expert from their chosen career field. This gathered information was also used for badging processes.

3. CONSIDERATIONS OF USING IMPROVED TECHNOLOGY

In the past, applicants submitted information by paper, with most respondents using an overnight delivery service at their own cost.

In 2014, NASA implemented an electronic process to enable respondents to submit information electronically/via email using KSC Form 50-158, NASA Kennedy Space Center Job Shadowing Program (JSP).

4. EFFORTS TO IDENTIFY DUPLICATION

There is no duplication as there are no other sources available to collect this information.

5. EFFORTS TO MINIMIZE BURDEN ON SMALL BUSINESS

There is no collection of information from any small business or other small entities. Hence, there is no impact on small business or other small entities.

6. CONSEQUENCES OF LESS FREQUENT DATA COLLECTION

If the information is not collected, NASA cannot:
- validate student eligibility
- provide interested students with an opportunity to participate in this job shadowing experience and align the student to a subject matter expert in the student's stated area of interest
- coordinate student access through the KSC security perimeter

7. SPECIAL CIRCUMSTANCES

There are no special circumstances as identified above, associated with this information collection.

8. FEDERAL REGISTER ANNOUNCEMENT AND CONSULTATION OUTSIDE THE AGENCY

60-day Federal Register Notice: The notice was published on November 26, 2018, Vol 83, No 227, page 60504-60506. No comments were received from the public.
https://www.gpo.gov/fdsys/pkg/FR-2018-11-26/pdf/2018-25667.pdf

The 30-day Federal Register Notice was published on February 6, 2019, Vol 84, No 25, page 2257.   No comments were received from the public.
https://www.govinfo.gov/content/pkg/FR-2019-02-06/pdf/2019-01221.pdf

9. PAYMENT OR GIFTS TO RESPONDENTS

 Respondents will not receive payment or gifts.

10. ASSURANCE OF CONFIDENTIALITY

The applicable System of Records Notice, NASA 10EDUA - NASA Education Program Evaluation System, can be found at https://www.nasa.gov/content/nasa-privacy-act-system-of-records-notices-sorns. . The information collection instruments were reviewed by the Kennedy Space Center Privacy Manager. A privacy statement is included on applicable forms.

11. JUSTIFICATION FOR SENSITIVE QUESTIONS

Questions associated with the JSP student application/faculty recommendation processes are not consistent with those of a sensitive nature.

12. ESTIMATE OF RESPONDENT BURDEN

RESPONDENT CATEGORY	NUMBER OF RESPONDENTS	ESTIMATED COMPLETION TIME	ANNUAL BURDEN
Individual (student)	80	25 minutes	33.33 hrs/yr
Individual (faculty)	80	10 minutes	13.33 hrs/yr
TOTAL	**160**		**46.66 hrs/yr**

13. COST BURDEN TO RESPONDENTS

It is estimated that it will take students 25 minutes to complete the Student Application form, or $3.53 for the entire task per student. This hourly cost is based on the average minimum wage salary of a part-time (1,040 hours/year) employee paid $8,798.40 per year, $8.46 per hour.[1] For 25 minutes of time, at that rate, the cost burden is $3.53. The total annual cost burden for 80 student respondents will be $3.53 x 80 = $282.00.

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[1] This salary is based on the salary of a part-time employee earning minimum wage in the state of Florida. More information on Florida's minimum wage can be found at https://www.dol.gov/whd/minwage/mw-consolidated.htm.

It is estimated that the minute or less for a parent or guardian to sign the Parent Consent and Authorization form is negligible.

It is estimated that it will take faculty 10 minutes to complete the Faculty Recommendation form, or $6.28 for the entire task per faculty. This hourly cost is based on the average annual salary of a full time (2,080 hours) faculty paid $60,363 (determined by the average of an annual Florida teacher salary of $36,126 and a full-time instructional faculty salary of $84.000) per year, $37.72 per hour. For 10 minutes of time, at that rate, the cost burden is $6.28 per faculty.[2] The total annual cost burden for 80 faculty respondents will be $6.28 x 80 = $502.81.
The total annual cost burden of the 160 respondents will be $502.81 + $282.00 = $784.81.

14. COST BURDEN TO FEDERAL GOVERNMENT

The estimated annualized cost burden to the government is approximately $18,048. We estimate that a project coordinator will spend 18 weeks per year to plan, coordinate, and facilitate the experience, manage the application process, prepare annual reports, and maintain records. This is based on an annual salary of $52,162.00.[3]

15. REASON FOR CHANGE IN BURDEN

The change in burden to the Federal Government increased due to changes in pay scale, the addition of the narrative question in the application, and the broadening of career disciplines. With the broadening of career disciplines, there will be an increase in the number of student and faculty respondents. The coordinator will need additional time to manage the application process and coordinate the experience. Additionally, adjustments correspond to changes in the occupational pay scales as reported by the Bureau of Labor and Statistics.

The change in burden to the students was due to the addition of the narrative question in the application and the broadening of career fields will increase the quantity of students completing the application. The total annual cost burden for these respondents was also increased as many students are now employed during their high school and college educations.

The cost burden for the faculty corresponds to changes in occupational pay scales as reported by the Bureau of Labor and Statistics.

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[2] This salary is based on the average faculty salary of $60,363. More information can be found at http://www.fldoe.org/accountability/data-sys/edu-info-accountability-services/pk-12-public-school-data-pubs-reports/staff.stml, Florida Department of Education, PK-12 Public School Data Publications and Reports, Teacher Salary Data 2017-18 (Excel) and https://nces.ed.gov/programs/coe/indicator_csc.asp, U.S. Department of Education, National Center for Education Statistics, Characteristics of Postsecondary Faculty (1999-2016).
[3] This pay scale corresponds to a GS-7 step 8 locality pay scale. More information can be found at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/PB.pdf.

16. SCHEDULE FOR INFORMATION COLLECTION AND PUBLICATION

Information collected will be used to plan and conduct the JSP. Information gathered is not collected for external publication and will not be tabulated. The JSP Coordinator, for reporting purposes, maintains student participant data. Complex analytical techniques will not be used.

17. DISPLAY OF OMB EXPIRATION DATE

The OMB Expiration Date will be displayed on every data collection instrument, as required.

18. EXCEPTION TO THE CERTIFICATE STATEMENT

NASA does not take exception to the certification statements.

Name, title, and organization of NASA Information Collection Sponsor certifying statements above:

NAME: Grace Johnson

EMAIL ADDRESS: Grace.K.Johnson@nasa.gov

TITLE: Deputy Chief

ORG: KSC Academic Engagement Office